




UNIVERSITY
of HAWAII
SYSTEM

Hae K. Okimoto, PhD
Office of the Associate Vice President for Student Affairs

July 3, 2019

MEMORANDUM

TO: Vice Chancellors of Academic Affairs
Vice Chancellors of Students Affairs

FROM: Hae K. Okimoto, PhD 
Associate Vice President for Student Affairs

SUBJECT: New Add/Drop and Refund Dates for Non-Standard (Modular; Part of Term) and Summer Terms

This memo is to reconfirm the decision made by the Council of Senior Student Affairs Officers at their 5/17/18 meeting that the last day to add/drop classes for 100% refund for all non-standard term (i.e. modular/part of term) and summer classes will be on the 2nd day of instruction.

Please note that if the calculated administrative dates fall on the weekend and or holiday*, the last day for the action is moved to the next business day.

Having these common refund dates for non-standard (modular) and summer term courses will be critical not only for our student success, but will provide efficiencies for our administrative offices as students enroll in courses throughout the UH system.

Please address any questions or concerns to my office.

*Updated 7-10-2020

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